

CHAPTER 20 - STATE ACTIVE DUTY

GENERAL

Members of the Arizona Army or Air National Guard who are ordered to State Active Duty (SAD) are temporary employees of the state and eligible for limited benefits. A **Request for Orders** form is completed, signed by the appropriate fund manager, and forwarded to DEMA/JP-P who will publish the appropriate orders. State mobilizations are called up through the G-1 (Personnel) with support from the Automated Funding Control Ordering System (AFCOS) System.

LETTER ORDERS

Due to the often urgent need to mobilize soldiers/airmen to SAD, a Verbal Order of the Commanding Officer (VOCO) is issued (call-up). Subsequent to the VOCO, a written letter order confirming VOCO by the direction of the governor is issued on behalf of The Adjutant General by the Administrative Services Officer. If during this interim period an employer needs verification, the G-1 (Personnel) will prepare a memo verifying duty to be performed.

20.2 PAYROLL

Members called to SAD are paid commensurate to military pay according to the DoD Pay Manual and Military Pay Tables based on years of military service, aviation status, rank and dependent status. SAD pay is calculated on this pay information stored in the Standard Installation Division Personnel Reporting System (SIDPERS) (ARMY) or the Advanced Personnel Data System (AIR). Members must insure the information is up to date in these systems by checking with the unit administrator. Military Pay includes Base Pay, Flight Pay, Basic Allowance for Housing (BAH), and Basic Allowance for Subsistence (BAS). If meals are provided, BAS is not paid. In addition to military pay, enlisted members performing SAD under a declared emergency are authorized an additional \$30.00 per day (additional pay provisions do not apply to officers).

Fire Duty

Enlisted Members serving on (State Land Department authorized) Fire Duty will be compensated at the established firefighter hourly rate, or the above stated rate, whichever is greater.

20.2.2 Pay Period

Payroll submission time periods should correspond with letter orders. SAD pay periods end every other Friday and members are paid the following week. Under some conditions it is not unusual for a person to receive his/her check 30 days after completion of SAD. Each member will receive a copy of the letter order and/or a SAD Military Pay Voucher with their SAD paycheck.

If the member is an active employee of any state agency other than DEMA, they will receive their SAD pay through the normal the pay channels of their parent agency. SAD pay is transferred to the parent agency and added to any other pay due from the parent agency.

If a member believes that there is a pay problem or that they were accounted for incorrectly, they must go through organizational levels to rectify the problem in a timely manner.

20.2.3 Taxes

SAD members pay FICA/MED, federal, and state taxes. Each member must complete an A-4 (State of Arizona) and W-4 (federal) withholding form prior to deployment at home station. The unit forwards these documents up organizational levels to the DEMA State Administrative Services Office. Members' year-end W-2 forms will reflect total military pay for the entire calendar year. Base pay, flight pay, and (if applicable) \$30.00 a day SAD emergency pay will be shown as taxable income. BAH and BAS will be shown as non-taxable income. If during the year any tax was withheld from allowances, it will be shown properly on the year-end W-2.

20.3 **WORKER'S COMPENSATION**

Workers' Compensation provides medical and wage benefits to a member who sustains an industrial injury or illness, which arises out of and within the course and scope of employment. Employment starts when the member reports to his/her respective duty station. Worker's compensation does not cover commuting time to and from work or any non-duty time non employment related injury or illness. The Department of Administration, Risk Management Division is the state of Arizona's industrial insurance carrier. There is no policy number because the state of Arizona is self-insured.

The SAD member must report any injury/illness immediately to his/her supervisor. It is the Supervisor's responsibility to help the member obtain medical attention if necessary, and to file a Supervisor's Report and Employer's Report of Industrial Injury. If the injury is serious, call 911 for immediate medical care. Send medical bills for industrial injuries/illnesses through organizational channels to the Administrative Services Office.

20.3.1 Death Benefits

Per Arizona Revised Statutes 23-1046 under Workers' Compensation Law. In the case of an injury causing death, temporary employees (State Active Duty) are covered under State of Arizona Workers Compensation Laws. Benefits are:

- 1 Up to \$3,000 in burial expenses; payable within 1 week.
2. To the Widow/Widower, if there are no children, 35% of average wage of the deceased (maximum wage \$2,100 x 35% = \$735 per month); to be paid until such spouse's

death or upon remarriage with an additional two years compensation in one lump sum. Example: A widow for 5 years, and then remarries, receives seven years pay. Payable within four to six weeks of receipt of certificate of death.

3. To the Widow/Widower, if there are children, an additional amount of 15% for each child until the age of 18 or until the age of 22 if the child is enrolled as a full-time student. Total compensation is not to exceed 66 2/3% of the average wage. Payable within four to six weeks of receipt of certificate of death.

HEALTH, LIFE, & DISABILITY INSURANCE

SAD Members do not participate in the State's elective health, life or disability income insurance programs unless they are also a regular state employee for DEMA or another state agency.

HOLIDAY PAY

Paid holidays are authorized for SAD personnel who meet the following criteria:

Must have been on orders at least five days per week for four continuous weeks immediately prior to the legal holiday.

2. Must have performed SAD the regularly scheduled day before and day after the holiday.

If a member is required to perform SAD on a legal holiday or if the holiday falls on the member's regularly scheduled day off, and they meet the above conditions, that member will be entitled to holiday compensation in one of the following forms, as determined by the Plans, Operations, and Military Support Office (POMSO):

The holiday will be moved to another day within the **current** pay period, and the member will receive one day's pay for that day (preferred); or

2. The member will receive one day's standard holiday pay in addition to the normal day's pay. Standard holiday pay consists of military base pay, supplemental salary (if authorized), and flight pay (if authorized). Holiday pay does not include BAS or BAH.

TRAVEL

20.6. Per Diem

Per Diem is an allowance for meals and travel-related expenses. Per Diem is authorized only by the POMSO in coordination with the DEMA comptroller. The SAD member must be in an authorized

travel status, and will be eligible for reimbursement at daily maximum rate. See the state travel policy for current Per Diem rates.

To receive Per Diem, a member must be deployed at least 35 miles from his/her residence and home station. Under certain conditions local travel per diem is available.

20.6.2 Lodging

The SAD member must be in an authorized travel status to be reimbursed for lodging costs. The original lodging receipt is required. Rates vary per city and/or time of year. Where lodging and meals are provided, reimbursement will not be authorized.

Procedures for travel claims are included in the Travel Claims Procedures available from the POMSO through the Task Force Commander.

20.7 ABSENCE FROM EMPLOYMENT FOR MILITARY DUTY

Per Arizona Revised Statutes 26-168, an employer shall not refuse to permit members of the National Guard to take a leave of absence from employment for the purpose of complying with competent orders of the state. The leave of absence shall not affect vacation rights which employees otherwise have, except that an employer need not consider the period of absence as a period of work performed for him/her in determining eligibility for vacation and the amount of vacation pay to which the employee is entitled.

A member of the National Guard shall not lose seniority or precedence while absent under competent military orders. Upon return to employment, the employee shall be returned to his/her previous position, or to a higher position commensurate with his/her ability and experience, as seniority or precedence would ordinarily entitle him/her. State, federal and AGR employees must ensure they check with their full-time personnel system regarding leave status while on SAD.

MILITARY LEAVE

Those Guard members who are called to SAD and work full-time for the state of Arizona or any political subdivision to include public school districts are authorized the use of military leave in accordance with Arizona Revised Statutes 26-168 (Absence from Employment for Military Duty). This provision does not apply to federal employees. Civilian employers each have their own leave policies that will prevail for their employees on SAD.

DRIVER'S LICENSE


National Guard members performing SAD must have a valid civilian driver's license issued by their legal state of residence before driving any vehicle on SAD.

State, federal and AGR employees must ensure they check with their full-time personnel system regarding leave status while on SAD.

20.10 DRIVER'S LICENSE

National Guard members performing SAD must have a valid civilian driver's license issued by their legal state of residence before driving any vehicle on SAD.

BY ORDER OF THE GOVERNOR:


DAVID P. RATA CZAK
Major General, AZ ARNG
The Adjutant General